

EXHIBITION LOAN REQUEST FORM & LOAN AGREEMENT

Please note that a separate request must be submitted for each stage of a touring exhibition.

Section One: About the borrower

About the exhibition

Exhibition title	
Proposed exhibition dates	
Proposed loan dates	

About the borrowing institution

Name of borrowing institution (legal lender)	
Address	

About the person making the loan request

Position	
Address (if different from institution address)	
Phone number	
Email address	



Funded and Managed by
City of London Corporation

About the registrar

(if different from the person requesting the loan)

Name	
Phone number	
Email address	

Location of loan

(if different from the address of the borrowing institution)

Location name	
Address	
Contact name	
Phone number	
Email address	

About the Loan

List of items requested for the loan

No	TLA reference code (please indicate owner if not owned by TLA)	Title and / or description (with dates if possible)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

(please continue on a separate sheet if necessary)

Publication details

Please give details, as far as possible, of publications, catalogues, websites or electronic publications which are to be produced in association with this exhibition:

Will you require photographs of the requested items for publication?

Yes ☐ No ☐

Other requirements

Within a month of the close of the exhibition, the borrower should send TLA:

- a) the final attendance figures for the exhibition and
- b) an estimate of TLA's contribution to the exhibition expressed as a percentage.

Loan Agreement

The loan agreement refers to the [TLA Exhibition and Display Loans Policy](#), I have read and agree to abide by the conditions therein:

NB. You are strongly advised to make yourself fully aware of the loan conditions at the outset as failure to do so may jeopardise the loan.

For the borrowing institution:

Name of the borrower institution (Legal borrower):	
Position:	
Signature:	
Date:	

For the lending institution:

Name of the lending institution (Legal lender):	
Position:	
Signature:	
Date:	

Please send this completed form with a completed United Kingdom Registrars' Group (UKRG) Standard Facilities Report and a formal letter of request to: myles.mears@cityoflondon.gov.uk

Myles Mears

Collections Care Manager

The London Archives
40 Northampton Road
London

EC1R 0HB

Tel: 020 7332 3820

www.thelondonarchives.org